

Minutes

Board of Assessors Town of Harvard

Meeting Date: Tuesday, February 2nd, 2016
Called to Order: 7:55 pm
Meeting Adjourned: 8:55 pm
Members Present: Don Graham (Chair), Debbie George
Other(s) Present: Harald Scheid (RRG), Linda Couture (RRG),
 Jared Aponte (Assistant Assessor)

The minutes from the November 19th meeting were voted 2-0 to approve

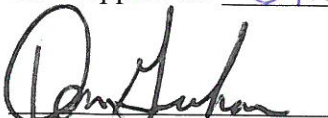
Ongoing Business:

1. The Board of Assessors (BOA) Reviewed the Assessors' calendar. There are currently no risks or issues. All mailings including 3ABC's and Form of List's have been sent out. The board has 90 days to act on real estate and personal property abatements that have been received.
2. Linda Couture reviewed the assessment / sales data for the month of December. She will continue to look for discrepancies and valid sales data to be discussed at the next meeting.
3. There were no new changes to the Policies and Procedures.

New Business:

1. The BOA skipped over new Chapter Land liens. These will be discussed at the next meeting when a notary is present to sign the needed documents.
2. Linda Couture (RRG) discussed six of the current abatement applications with the board with explanation as to why they should be approved or denied. Debbie motioned that the board approve or deny as recommended by Linda; the motion was seconded by Don and so voted.
3. The BOA reviewed the annual report and various documents from the Department of Revenue (DoR). Harald Scheid (RRG) explained the importance of each document.
4. The Board signed the following documents:
 - a. Motor Vehicle Abatement Report, created February 2nd, 2016
 - b. Motor Vehicle Commitment / Warrant Reports, created January 27th, 2016
 - c. Various DoR paperwork including LA-4, LA-15, LA-13, Schedule A-2, Schedule A-3 and Schedule OL-1
 - d. Approved Real Estate Abatements
5. Documents Reviewed
 - a. Assessors Calendar
 - b. Harvard's December Property Sales
 - c. FY16 Real Estate Abatements
 - d. DoR Paperwork

Date Approved: 5/10/16


 Don Graham (Chair)


 Debra M. George (Member)

 Peter Warren (Member)